



DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
U.S. ARMY RESOURCES AND PROGRAMS AGENCY
120 ARMY PENTAGON
WASHINGTON DC 20310-0120

**HUMAN RESOURCES
MANAGEMENT DIRECTORATE**

JDRP-HRMD-MPSC

11 November 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: MILPER Policy Memorandum 00-15, Special Action Processing Procedures

1. References:

- a. AR 600-8-2 (SIDPERS), DA PAM 600-8, Legal Name Change.
- b. AR 600-8-2, AR 614-200, Army Married Couples Program.
- c. AR 614-200, Compassion Reassignment and Permissive Attachment.
- d. AR 601-1, Recruiter Duty.
- e. AR 614-200, Instructor Duty.
- f. AR 611-201 (Enlisted), AR 611-101 (Officers), AR 611-112 (Warrant Officers), DA PAM 600-8-2, AR 600-8-105 (Military Orders, Format 310), Additional Skill Identifier (ASI).
- g. AR 600-105, Army Aviator Badge.
- h. HQDA HRC MSG 97-013, Special Duty Assignment Pay.
- i. AR 614-30, Volunteering for Overseas Assignment.
- j. AR 600-106, 600-8-22, Crew Member Badge.
- k. AR 611-6, Special and Incentive (Hazardous Duty) Pay.
- l. AR 614-5, Stabilizations.
- m. AR 614-200, Service Schools.
- n. AR 630-5, OCONUS Emergency Leave.

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o. AR 614-110, Assignment, Details, Transfer.

2. Purpose. This memorandum provides guidance and defines responsibilities in the processing of all special actions requested by the Soldiers and agencies.

3. Responsibilities and functions of the Personnel Actions Division, Military Personnel Service Center (MPSC).

a. All actions require a DA Form 4187 or a memorandum signed by the soldier and delegated Agency Representative.

b. Every request submitted to the MPSC must have supporting documentations. Also, all action must process through the proper administrative channels. Actions will be processed within a 72 hours time frame.

4. The proponent for this memorandum is the Personnel Management/Actions Division, Military Personnel Service Center (703) 602-0803.



D. J. LOGAN Jr.

Chief, Military Personnel Division

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